

Stay (not to be confused with Notice of Stay) - Motion to

Note: Stay relief - see Relief from Stay

Instructions:

Select *Bankruptcy or Adversary*

Select *Motions/Applications in Bankruptcy menu; Motions in Adversary menu*

Enter case number

Verify case number is correct

Select Document Event: [Stay \(not to be confused with Notice of Stay\)](#)

Insert “Notice” if the document is titled Motion and Notice

Select Party

- Party filer not listed, Add/Create New Party

Browse, Verify and attach the correct pdf file

- Add attachments, if applicable

Select if document Refers to Existing Event

- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.
- Select event

Review Docket Text for accuracy

Warning!! Verify entry is correct before submitting.